



# CULPEPER COUNTY, VIRGINIA COMM- SIGN PERMIT APPLICATION

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 [www.culpepercounty.gov](http://www.culpepercounty.gov)

**All submissions must have 3 sets of plans; Zoning permits from jurisdiction of the project, i.e. Town of Culpeper (540) 829-8260 or Culpeper County (540) 727-3404. A FINAL inspection must be completed.**

JOB (SITE) LOCATION \_\_\_\_\_ Permit # \_\_\_\_\_ - \_\_\_\_\_

NAME OF PROJECT/BUSINESS \_\_\_\_\_ Tax Map # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

## OWNER INFORMATION ☐ OWNER ☐ TENANT

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ CELL PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City/Town State Zip Code

## CONTACTOR INFORMATION ☐ OWNER of PROPERTY If owner is contractor Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

BUSINESS NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City/Town State Zip Code

VA STATE CONTRACTOR'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
Online verification \_\_\_\_\_ P/T initial Class "C" must submit copy of Contract w/all signatures & Amount

## CONTRACTUAL INFORMATION

CONTRACT AMT \$ \_\_\_\_\_ EST. TIME OF CONSTRUCTION \_\_\_\_\_

CONTACT PERSON ...Person to answer Plan Review Questions & Permit Pick Up

NAME \_\_\_\_\_ DAY PHONE # \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

## DESCRIPTION OF WORK ☐ 2009 USBC & IBC

WALL/DIRECTIONAL SIGN: Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_ (Issue at Counter w/o review)

**ALL GROUND MOUNTED & ANCHORED HANGING SIGNS:** Submit 3 Sets Drawings sealed by RDP, showing wind loads and footing/anchoring designs.

☐ Ground Mounted # \_\_\_\_\_; size of ea sign: \_\_\_\_\_

☐ Anchored Hanging signs # \_\_\_\_\_; size of ea sign: \_\_\_\_\_

**ELECTRICAL:** ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application. Electrical is required if you are wiring new electric hook-up or changing electrical wiring. Plans and electrical contractor information required complete Electrical Permit Application.

It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person to schedule all necessary inspections and understand a final inspection will be necessary to close this permit. Refunds will be paid only if work has not been performed and must be submitted in writing within six (6) months of expiration, revocation or discontinuance.

Owner or Authorized Agent \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Application reviewed and accepted by \_\_\_\_\_ Permit Tech

SIGN PERMIT APPLICATION | SIGN CONSTRUCTION

AFFIDAVIT

☐ OWNER/TENANT--Acting as Contractor  
(Owner/Tenant cannot construct NEW  
construction, Remodels/Repair only)

☐ CONTRACTOR Business Name: \_\_\_\_\_  
  
Print Individual's Name: \_\_\_\_\_

I affirm that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) \_\_\_\_\_ Tax Map No. \_\_\_\_\_.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I understand that a contractor must be licensed as follows (please indicate your class); ☐ **Class C** contractor for any job of \$1,000 or more, but less than \$10,000; ☐ **Class B** contractor for any job of \$10,000 or more but less than \$120,000; and **Class A** contractor for any job of \$120,000 or more.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State Levy (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

This section completed by Plan Reviewer		Administrative Fees are non-refundable if the project is canceled or abandoned, however, once plans have been approved the Admin Fee will be applied to the total permit fee.			
Permit Fee Schedule	Amt	Permit Fee	Actual Sq. Ft.	Actual Permit Fee	Remarks
Admin Fee 1-5 Signs		75.00			Non refundable
Admin Fee 6+ Signs		250.00			Non refundable
Wall Mounted, no elec or review		35.00 each			
Wall Mounted w/ review		35.00 each			
Platform & Hanging mounted		75.00 each			
Electrical for sign		\$35.00 each			
Site work fee, platform only		20.00			
Plan Review fee 1-5 signs		75.00			
Plan Review fee 6+ signs		\$100.00			
SUB TOTAL FEES				\$	
State Levy		2%			
Less Admin Fee, if applicable				( )	
TOTAL PERMIT FEE				\$	



# Culpeper County Building Department

302 North Main Street • Culpeper, VA 22701 (540) 727-3405 • FAX (540) 727-3461 [www.culpepercounty.gov](http://www.culpepercounty.gov)

## SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix "H", of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria it is exempt from needing a permit:

- ☐ a painted non-illuminated sign
- ☐ a sign that is temporary in nature like one for the sale or rent of a piece of property or home
- ☐ Signs erected by a transportation authority
- ☐ Projecting signs that do not exceed 2.5 sq. ft. (0.23m<sup>2</sup>)
- ☐ The changing of movable parts of an approved sign (previously permitted) that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.


If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix "H" of the IBC. The following lists the contents of the applicable sections/procedures of appendix "H":

- |   |                                |
|---|--------------------------------|
| ➤ Section H-102-Definitions             | Section H-109 Ground Signs     |
| ➤ Section H-103-Location                | Section H-110 Roof Signs       |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs       |
| ➤ Section H-106 Electrical              | Section H-112 Projecting Signs |
| ➤ Sections H-107-Combustible Materials  | Section H-113 Marquee Signs    |
| ➤ Section H-108 Animated Devices        | Section H-114 Portable Signs   |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs**, any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix "H". Additionally all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 sq.ft. and below **will not undergo** a plan review process but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
  - a. **Wall signs exceeding 40 sq. ft. shall be constructed of metal or other non-combustible material, except for nailing rails and per sections H-106.1 and H-107.1 of the IBC.**
  - b. **Wall Signs will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
  - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
    - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**

- d. Platform, projecting and other signs that require an engineer's design due to wind load and structural integrity may be accompanied by a mastered engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional's license is current, as a new design will need to be submitted at the end of the license term.
  - e. Landscape wall signs: Masonry construction not exceeding 48" in height above grade, does not require an engineer/architect's design. Over 48" or if functioning as a retaining wall, a professional design will be required.
2. All signs permitted through the Culpeper County Building Department must be inspected and a sticker affixed to identify it has undergone the required inspections. Upon obtaining a permit for a sign the follow will take place:
- a. Upon obtaining your sign/signs permits you will be provided with a sticker that resembles the following:


  - b. A sign permit sticker will be provided for each sign being installed and will be affixed by the permit holder, once his initial work has been done and he is ready for a final inspection. **The sticker must be placed in a conspicuous location so that an inspector can view the permit number from his location without aid of any ladders, booms etc.**
  - c. The permit number assigned to the project will be written in indelible ink legible enough for the Inspector to be able to read the permit number from his vantage point at grade level. Failure to place a sticker in a visible location will result in a failed inspection.
3. The inspection process for all signs must be met in order to receive a final approved inspection:
- a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
    - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
    - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
    - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
  - b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
  - c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
    - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
  - d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the Technician to remove a sampling of the attachment hardware to verify compliance with the plans.  
Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.